

Memorandum

Date : December 18, 2003

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject : **INTERNAL HIRING FREEZE**

As you are aware, the massive budget deficit necessitated reductions in virtually every State agency. The Governor's Office, Department of Finance (DOF), and the Legislature are having extensive discussions with all departments in order to reduce State expenditures even further. It is unknown at this time what impact these reductions will have on our Department. The Department is reviewing and implementing ways to mitigate the impact of potential reductions resulting from inmate population fluctuations and required staffing decreases. Therefore, in order to mitigate the impact of potential reductions to staff, **all appointments are to be made on a limited-term basis only**. Exceptions to this directive are as follows:

1. Mandatory Reinstatements (e.g., termination/expiration of a Training & Development or limited-term assignment, rejection during probation, stipulated agreement resulting from a disciplinary action, returns from Non-Industrial Disability Insurance or Industrial Disability Leave, etc.);
2. Placements being made by the Departmental Placement Services Team (DPST) as a result of approved layoff plans;
3. **Departmental staff** who have been designated State Restriction of Appointments Program (SROA)/Surplus (California Department of Corrections only);
4. Exercising the Right of First Refusal process for Northern California Women's Facility staff, Correctional Administrators, Parole Administrators, Facility Captains, Correctional Captains, Community Correctional Facility custody staff, and the three regional Correctional Lieutenants; and
5. Specified medical classifications for which the Department has recruitment difficulties. The specified classifications are identified on the attached listing and are subject to change.

In an effort to eliminate the processing of paperwork and delays in filling positions, it is no longer necessary for the hiring authority to submit an Internal Hiring Freeze Exemption Request (IHFER) when making appointments **on a limited-term basis**. Although the hiring authority may have received a DOF freeze exemption, an internal exemption **must** be obtained when wishing to fill a position **on a permanent basis**. The IHFER process takes precedence over the external freeze and SROA/Surplus candidates.

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Although limited-term hiring is being delegated to the hiring authority, it is crucial that the vacancy information provided to the Vacancy Control Team each Tuesday is accurate and timely. The vacancy report submitted is to reflect the position(s) being filled on a limited-term basis, the duration of the appointment, and the candidate selected.

The IHFER process is in place to assure that CDC employees are afforded their mandatory right of return and positions are available in order to mitigate potential layoffs. The internal hiring freeze will remain in effect until such time as the State's financial crisis is eased and the employee surplus situation has been resolved. If the hiring authority has a need to fill a position(s) on a permanent basis, the procedures for requesting and processing an IHFER are as follows:

1. Hiring authority should complete an IHFER using the current form (revised 09/03/03).
2. Hiring authority submits the IHFER to the appropriate Institution/Health Care Regional Administrator. (For institutions and Health Care only.)
3. Regional Administrator reviews for appropriate justification, criticality, and criteria set forth by DOF. (For institutions and Health Care only.)
4. If approved, the Regional Administrator sends the entire package to the DPST for review and recommendation.
5. After a recommendation is made, the DPST will forward the entire package to the Division's Deputy Director.
6. Upon approval or denial, the Division's Deputy Director forwards the request to the appropriate Chief Deputy Director for final approval or denial.
7. Once approved or denied by the Chief Deputy Director, the request is returned to the DPST. The DPST will note then return the original package to the Regional Administrator's office (for institutions and Health Care only) or hiring program that initiated the request.

Prior to making a recommendation, the DPST will take into consideration vacancies existing within the classification, the number of reductions required, current and potential impact to other classifications and/or staff, future implementation of programs not yet on-line, etc. The DPST may recommend the position(s) be filled on a limited-term basis if deemed appropriate.

Eligibility lists for all classifications through the State Personnel Board have been frozen. Therefore, the on-line certification system will prevent new lists from being ordered. In accordance with Executive Order S-3-03 and Budget Letter 03-42, filling vacancies through promotion, including promotions-in-place, are prohibited without an approved DOF freeze

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exemption. Hiring authorities may request a certification list be released for ordering by faxing a copy of an approved Request for Hiring Freeze Form (DF-160) to the Personnel Examining Section at (916) 327-6390. However, job offers or commitments are not to be made until the hiring authority obtains the appropriate exemptions. When advertising a vacancy, the advertisement should contain verbiage regarding the position being filled on a limited-term basis with the potential of becoming permanent.

Please ensure this information is shared with appropriate staff immediately. If you have any questions or need additional information regarding the internal hiring freeze or IHFER process, please contact the DPST via e-mail at Placementsvcs@corr.ca.gov or (916) 327-9761.

Original Signed By

EDWARD S. ALAMEIDA, JR.
Director
Department of Corrections

Attachment

cc: Kathy M. Kinser, Chief Deputy Director, Support Services
Richard A. Rimmer, Chief Deputy Director (A), Field Operations
Frank E. Renwick, Deputy Director, Administrative Services Division
Wendy Still, Deputy Director, Financial Services Division
Departmental Placement Services Team
Institutional Personnel Officers
Personnel Liaisons

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bcc: All OPM Staff
Subject File
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